



**411th BSB
Environmental Management System's
Cross Functional Team
29 September 2004
Meeting Summary**

The EMS Coordinator, Ms. Osborne-Flesch, provided an introduction to the meeting and opened the floor for discussion of the Draft Procedures (Draft Document Control Procedure; Draft Procedure for Internal/External Communications; Draft Procedure for Identification of Legal and Other Requirements). She then presented and discussed the Draft EMS Manual, which will serve as a summary of the EMS program and contain the EMS Procedures as Appendices.

Following this discussion, Ms. Osborne-Flesch presented the EMS Awareness spots that AFN helped develop and will air beginning on 04 October 2004. The spots were general informational commercials informing the public what they can do to help decrease typical impacts to the environment and to introduce them to the term "Environmental Awareness System". The spots, which are the first phase of the campaign (more spots will be filmed after the October campaign is completed), served to generate many good ideas for future commercial briefs, including the following:

- 1) Emphasizing the importance of knowing how each individual's job impacts the environment (using motor pool auto repair/oil change as an example);
- 2) Purchasing green;
- 3) Demonstrating the proper disposal of batteries;
- 4) Recycling in the work place;
- 5) Emphasizing the savings that adherence to the EMS principles will generate for the Community (using the cost of disposal of mixed waste dumpsters vs. properly segregated recyclables, which are removed for free by the city of Heidelberg);
- 6) Showing a "Letter of Reprimand" for improper disposal of garbage (with footage of an actor/ soldier receiving the letter from a commander);
- 7) An IMA-wide EMS commercial showing locations throughout Europe to "bring the message home"

The discussion of the spots also led to a request from the CFT members that there be some definite repercussion (such as being assigned to separate trash for a week or a small monetary fine) for personnel who do not properly segregate waste streams in the office/on duty.



Ms. Osborne-Flesch then asked the attending members to complete the Identification of Activities and Aspects worksheets that she handed out, offering her assistance and giving examples and explanations when requested.

At the end of the meeting, the CFT Members were reminded that the next meeting will be held on 27 October 2004 at 1330 at a place yet to be determined.

Each attended was presented the following material:

1) Hardcopies of:

Meeting Agenda

Draft EMS Manual

Identification of Activities and Aspects Worksheets

Draft Procedures:

Draft Document Control Procedure;

Draft Procedure for Internal/External Communications;

Draft Procedure for Identification of Legal and Other Requirements

Upcoming Meetings:

27 October 2004, Place and Time Yet to be Determined

17 November 2004, 1330, Tompkins Barracks, Building 4219

15 December 2004, 1330, Tompkins Barracks, Building 4219

Attendees:

Ms. Tara Swanson, HMEDDAC USAMH

Ms. Becky Cajigal, CHRA

Mr. Randy Hamilton, RCO-SKN

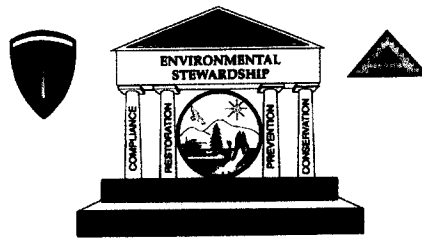
Mr. Donald Wolf, AIC Hammonds

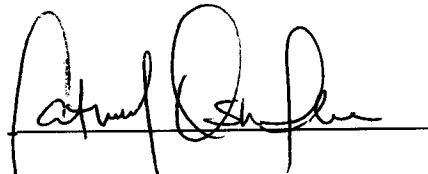
CPT Rebecca Weiler

Mr. Jason Dickerson, DDDE

Mr. Tim Greene, CPD

Mr. Roy Miller, AAFES




Catherine M. Osborne-Flesch
411th BSB DPE EMO
EMS Coordinator

DISTRIBUTION:

Cross Functional Team Members
Mr. Taylor, 411th BSB DPW
MAJ Capps, 411th BSB DPW
Mr. Tafoya, 411th BSB
LTC Vanderpot, 411th BSB